



Greenbelt Police Department – General Order

	Title: Criminal Citations		Order #: 656	
	Effective Date: April 18, 2005	Review Date: April 6, 2005		
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<input type="radio"/> New <input type="radio"/> Amends <input type="radio"/> Rescinds				
Approved by: Chief James Craze				CALEA 5 th Edition
CALEA Standard:				Pages: 1

01 POLICY: Greenbelt Police Officers will use reasonable judgment in using a Maryland Uniform Complaint Citation “Criminal Citation,” and will only issue in accordance with the criteria set forth in this Order.

02 PROCEDURE:

- A.** A criminal citation will be utilized when a defendant is to be charged and released. It is not to be used for those instances when the defendant is presented to a District Court Commissioner.
- B.** The issuance of a criminal citation is subject to all relevant laws of arrest, probable cause and any other controlling factors which would have an impact on a custodial arrest.
- C.** The criminal citation will only be issued to a Maryland resident, except when an out-of-state resident has proof of employment in Maryland.
- D.** Only adults will be charged on the criminal citation. Refer to Order 801-Juvenile Citations for circumstances where the civil citation can be used for a juvenile.
- E.** Citation use is prohibited in the following instances:
 - 1. Criminal violations which can carry a punishment in excess of three months in jail or a \$500.00 fine;
 - 2. “Peeping Tom” violations (90 days);
 - 3. Violations of Maryland Traffic Law;
 - 4. When an officer is not satisfied that the defendant will appear in court;
 - 5. When the suspect cannot satisfactorily identify him/herself; and/or,

- 6. When reportable force has been used by one or more officers.

03 DEFINITION: Criminal Citation: Authorized under the Annotated Code of Maryland and Maryland District Court Rule, for petty offenses with a maximum penalty of \$500.00 fine or three (3) months in jail. Misdemeanor theft is the enumerated exception. Officers may issue a citation for misdemeanor theft.

04 COMPLETION OF CITATION:

- A.** Complete all appropriate sections making sure that the Department’s incident number is indicated on the top of the form.
- B.** Officers will check the block “When notified by the Court” to indicate that the defendant will be notified as to his/her court date.
- C.** There can only be one charge per citation.
- D.** Officers will not complete a statement of charges for one violation and issue a criminal citation for another.
- E.** If a citation is to be voided, the officer will complete a memorandum and forward to the Chief of Police via the chain-of-command.
- F.** An incident report will be completed when a subject is charged on a criminal citation. The report will detail the facts and circumstances surrounding issuance of the citation.